

Payroll Processes

QUICK REFERENCE GUIDE

Pay Correction – Employee Underpaid

Reason 1: Employee underpaid

Decision Underpaid

Correct the master data or time data that caused the error. The amount underpaid can be paid to the employee in the next payroll run after the data has been corrected. However, an off-cycle payment can be processed to correct the pay if waiting for the next payroll run is not acceptable.

Note: If the underpayment can wait for the next payroll cycle no additional action is required.

1. The **HR Administrator** will correct the master data on the employee record or if the error was caused by a time data error, have the time data corrected. It is at the agencies discretion to get an employee signature for timesheet corrections.

Note: From 6am to 8pm the time evaluation program is scheduled to run every two hours. After time evaluation has been run it is possible to run PT_BAL00 and/or a simulation to verify time balances.

2. Send the off-cycle form in an email to the Pers.offcycle mailbox.
3. The payroll consultant will review the submitted form and provide it to the Payroll Functional Support staff, who will process an Off-cycle run. Please check the **KHRIS Operations Calendar** for Off-cycle Run dates.
4. **Treasury** will print the check and distribute to the Agency HR Administrator for distribution to the employee.
5. The **HR Administrator** will receive the check from Treasury and will distribute to the employee.